

**JOB POSTING**

**Part-Time Security Position-Temp.**

September 7, 2014

**Position Objective:**

Under the Front Desk Manager, ensure the safety of all members (those we serve), volunteers, and staff at MwC. Provide a welcoming and safe environment for people struggling with homelessness, poverty, mental illness, addiction and other personal crises. Assist members in accessing all services within the agency. Must be comfortable working with a diverse population and compassionately and creatively adapt to the needs of members.

**Hours:** will vary; facility is open 6:30 a.m. - 5:30 p.m. seven days/week

**Core Competencies:** Must demonstrate competence in the following areas: Action Oriented; Learning on the Fly; Dealing with Ambiguity; Command Skills; Understanding Others; Composure; Integrity & Trust.

**Responsibilities:**

- Supports and upholds MwC community expectations in a timely fashion, using excellent conflict management skills.
- Works to establish working relationships with our members.
- Ability to be proactive; to see and deal with potential safety issues before they arise.
- Assists members, volunteers, and donors at the front desk.
- Complete and file Incident Reports as necessary.

**Desirable Characteristics:**

- Excellent people skills: approachable, good listener, relates well to all types of people
- Experience working with diverse populations
- Able to handle stressful situations effectively and patiently
- Demonstrated ability to communicate, both verbally and in writing
- Patience and passion for serving people struggling with homelessness, poverty, mental illness and other challenges; Understanding and compassion towards our members
- Ability to be on one's feet for extended periods of time

**Wage:** \$8.50/hour

**Specific requirements:** This job has some special requirements including mandatory drug screening and background check.

**To apply:** Please submit written letter of interest and resume to: Front Desk Manager, 440 N. Church Street, Kalamazoo, MI 49007 or email [admin2@ministrywithcommunity.org](mailto:admin2@ministrywithcommunity.org).

NO PHONE CALLS, PLEASE

**Deadline: September 19, 2014**